

OFFICIAL CHANGE OF DUTY STATION AUTHORIZATION
(Note: See Privacy Act and authorization statements on reverse.)

1. AUTHORIZATION NUMBER

Relocation is in the interest of the Government and not primarily for the benefit of the employee or at the employee's request.

2. NEW POSITION TITLE AND GRADE

3. SERVICE AGREEMENT DATE

4. NAME OF EMPLOYEE (Last, first, middle initial)

5. SOCIAL SECURITY NO.

6. REPORTING DATE

7. RESIDENCE ADDRESS (Street, city, state and ZIP Code)

I. TYPE OF PERMANENT DUTY TRAVEL	<input type="checkbox"/> 8. CHANGE IN OFFICIAL STATION		<input type="checkbox"/> 9. APPOINTMENT TO FIRST DUTY POST	
	A. FROM		B. TO	
	A. POST LOCATION		B. RESIDENCE	
	<input type="checkbox"/> 10. RETURN FOR SEPARATION <input type="checkbox"/> OUTSIDE CONUS <input type="checkbox"/> WITHIN CONUS		<input type="checkbox"/> 11. OTHER (Specify) <input type="checkbox"/> SES <input type="checkbox"/> PRESIDENTIAL APPOINTEE <input type="checkbox"/> OTHER	

II. ENROUTE TRAVEL	12. AUTHORIZED FOR	13. REL. Self	14. TRANSPORTATION				15. PER DIEM		16. APPROXIMATE START DATE
			MODE	RATE	# MILE	EST. COST	RATE	EST. COST	
									17. MAXIMUM NO. OF DAYS
18. NUMBER OF AUTHORIZED POVS		19. TOTAL TRANSPORTATION		20. TOTAL PER DIEM		21. TOTAL ENROUTE			

III. TRANS. AND STORAGE OF HOUSEHOLD GOODS (MAX. 18,000 lbs.)	22. AUTHORIZED BY		23. EST. BASED ON	24. 1ST 30 DAYS TEMP.	25. NON-TEMP. STOR.	26. TOTAL STORAGE
	<input type="checkbox"/> GBL (Actual expense)		LBS.		LBS.	
	<input type="checkbox"/> COMMUTED RATE SCHEDULE (HHG)		27. SHIPMENT COST	28. NEXT 60 DAYS TEMP.	29. NON-TEMP. STOR.	30. TOTAL HHG/STOR.
<input type="checkbox"/> TRANSPORTATION MOBILE HOME						

IV. TRANSPORTATION OF PRIVATELY OWNED VEHICLE (Outside CONUS)	The authorizing official certifies all six required conditions were met. (Re: 41 CFR Chapter 302)					31. TOTAL POV SHIP.
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V. MISCELLANEOUS EXPENSE ALLOWANCE	<input type="checkbox"/> FLAT RATE <input type="checkbox"/> ACTUAL EXPENSES					32. TOTAL MISC.
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VI. OTHER AUTHORIZED ALLOWANCES	33. TLA AUTHORIZED	34. SPA AUTHORIZED	35. PREDEP. SUBSIS.	36. UNACCOM. BAG.	37. OTHER (Explain in remarks)	38. TOTAL OTHER

VII. HOUSE-HUNTING TRIP	39. AUTHORIZED FOR	40. NO. DAYS	41. TRANSPORTATION		42. PER DIEM		43. TOTALS
	EMPLOYEE		MODE	EST. COST	RATE	EST. COST	
	SPOUSE						
	44. START DATE	45. MODE OF LOCAL TRANSPORTATION	46. RATE PER MILE	47. EST. LOCAL TRANSP.	48. TOTAL HHT		
	<input type="checkbox"/> RENTAL CAR <input type="checkbox"/> POV						

VIII. TEMP. QTRS.	49. PERSONS AUTHORIZED	50. FIRST 30 DAYS		51. SECOND 30 DAYS		52. OVER 60 DAYS		53. TOTALS
		RATE	ESTIMATE	RATE	ESTIMATE	RATE	ESTIMATE	
	EMPLOYEE							
	SPOUSE							
	FAMILY MBS. OVER 12							
	FAMILY MBS. UNDER 12							
54. AUTHORIZED NO. OF DAYS						TOTAL TEMP. QTRS.		

IX. RELOCATION INCOME TAX ALLOWANCE AUTHORIZED	55. TOTAL RIT
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X. TOTAL ESTIMATED MOVE COST (Includes Item XI on reverse)	
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AUTHORIZING OFFICIAL	
NAME AND TITLE	SIGNATURE
	DATE

XI. REAL ESTATE EXPENSE	ITEM										TOTAL EST.COST
	56. LEASE BREAKING EXPENSE										
	57. HOME SALE-DIRECT REIMBURSEMENT										
	58. CONTRACTOR GUARANTEED HOME SALE										
	59. HOME PURCHASE AT NEW DUTY STATION										
	60. TOTAL REAL ESTATE EXPENSE										

XII. NEAR ACCOUNTING CLASSIFICATION

61. ALLOWANCE	62. MDL	63. SS	64. FUND CODE	65. ORGAN. CODE	66. BDG. ACT	67. OBS. CLAS	68. FNCT CODE	69. COST ELE	70. PROJECT	71. CC A	72. WORK ITEM	73. CC B	74. TOTALS
A. TRANS/HHG	01												
B. STORE/HHG	02	10											
C. EN RT/HHT	03	10											
D. TQ/MISC	04	10											
E. RIT	05	10											
F. 3RD PARTY	06	10											
G. TLA/SPA	07	10											
H. REAL EST	08	10											

XIII. ALLOWABLE ADVANCES (Attach SF-1038 for advance increment)

75. FIRST ADVANCE (Househunting Trip)	
76. SECOND ADVANCE (En Route and First 30 Days Temporary Quarters)	
77. THIRD ADVANCE (Second 30 Days Temporary Quarters)	
78. FOURTH ADVANCE (61-90 Days Temporary Quarters)	
79. FIFTH ADVANCE (91-120 Days Temporary Quarters)	
80. TOTAL ADVANCE	
81. REMARKS	

PRIVACY ACT STATEMENT

In compliance with the Privacy Act of 1974, the following information is provided: Basic authority for requiring the requested information is contained in USC 5701-5733, 30 USC 905, and Executive Order 9397. Disclosure of the data by you is voluntary. The principal purpose for collecting the data is to determine your eligibility for and amount to reimburse you for expenses incurred in connection with permanent change of duty station travel. Information may be transferred to appropriate Federal, State, or local agencies when relevant to civil, criminal, or regulatory investigations or prosecutions. There is no personal liability to you if you do not furnish the requested information; however, we cannot reimburse you for your expenses.

AUTHORIZATION STATEMENT

This form authorizes you to perform the permanent change of duty station travel and will reimburse you for moving allowances within the cited limitations; the Federal Travel Regulations (41 CFR Chapter 302); the HB, GSA Internal Travel Regulations and Control of Official Travel (PFM P 4290.1); and Volumes 3 and 6 of the Foreign Affairs Manual.